



Springdale Fire Department Policies & Procedures

Policy Title: Apparatus and Unit Staffing

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It is the responsibility of the Shift Commander to always remain cognizant of the current staffing levels of all apparatus and units, and adjust duty assignments of personnel in order to maintain minimum staffing of all apparatus and units.

Shift Commanders possess due authorization to hire overtime personnel when necessary to provide minimum staffing. In an effort to keep the overtime call out consistent and equal across the department, the following guidelines will be followed.

The Shift Commander will utilize the Call Back Staffing website to fill open positions. There will be overtime that will be called, short-term and long-term overtime. Short-term overtime will be that overtime that is known the night before, or the day of the absence. Long-term overtime is that overtime that is known well in advance, and for succession planning and mentoring of our personnel, those overtime positions can be filled in an effort to allow our “Acting” personnel to fill the positions from the shift, and then overtime to best fit the needs of the shift can be hired.

In the event all attempts to fill the overtime position have been exhausted without success, Shift Commanders are authorized to mandate personnel who are awaiting relief to continue working the needed position for up to the duration of the shift, or until such time as relief personnel can be assigned. If a Shift Commander must require personnel to remain on duty due to lack of relief personnel, verbal notification must be given to the Division Chief of Operations, the Assistant Fire Chief, and the Fire Chief.

Combined full staffing for operations personnel is thirty-five (35). Included within this total are twenty (20) Firefighters, five (5) Engine Driver/Operators, two (2) Aerial Driver/Operators, seven (7) Captains, and one (1) Shift Commander.

Full staffing for apparatus and units is as follows:

Battalion 1	(1)	Engine 1	(4)	Medic 1	(2)
Ladder 1	(4)	Engine 2	(4)	Medic 4	(2)
Ladder 6	(4)	Engine 3	(3)	Medic 5	(2)
		Engine 4	(3)	Medic 6	(2)
		Engine 5	(4)		

Combined minimum staffing for operations personnel is thirty (30). There must be five (5) authorized Engine Driver/Operators, two (2) authorized Aerial Driver/Operators, four (4) Paramedics, seven (7) Captains (of which a maximum of three may be in an acting capacity), and a Shift Commander.

Shift Commanders must utilize the remaining firefighters in the most efficient and practical manner to ensure that the department is prepared to provide the highest quality service possible.

Minimum staffing for apparatus and units is as follows:

Battalion 1	(1)	Engine 1	(3)	Medic 1	(2)
Ladder 1	(3)	Engine 2	(3)	Medic 4	(2)
Ladder 6	(3)	Engine 3	(3)	Medic 5	(2)
		Engine 4	(3)	Medic 6	(2)
		Engine 5	(3)		
